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United States Department of State

A Guide To Doing Business With the Department of State

June 1994



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INTRODUCTION



A Guide to Doing Business With the Department of State is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The Guide is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95–507, Public Law 100–656, and Executive Order 12138.

The Guide is divided into five sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form that is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues. Section E lists other Department of State (and other government) publications (and subscriptions) that may be of interest to the reader.



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Section A

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Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.*
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

Services

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.**
- (e) Facilities maintenance services.

^{*}The State Department has an outdated base of proprietary office automation and data processing systems. It is now planning and implementing a migration toward open systems architecture. The Department has a 4-year plan to accomplish this migration. The first 2 years are to convert or reengineer mission-critical software systems to run on open systems hardware, and within 4 years, to replace existing hardware with open systems hardware.

^{**}The State Department commissions studies and special projects to examine a wide range of subjects in response to requests from Congress, recommendations by the General Accounting Office and the Office of the Inspector General, or at the behest of management. These studies are either performed by internal working groups or contracted out. In fiscal year 1991, external studies accounted for a substantial part of such services. Unlike recurring services, however, it is difficult to plan for or predict when the Department might have need for such external studies.

All of the procurement activities described previously are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address follows as number 1 on the list of 13 major procuring activities. Following is a list of the Department's 13 major acquisition activities:

Office of Acquisitions (A/OPR/ACQ)
 Department of State
 P.O. Box 9115, Rosslyn Station
 Arlington, VA. 22219
 Customer Service Center Tel. (703) 516–1706

This is the Department's principal procurement office, buying a full range of services and personal property in support of DOS activities worldwide.

Office of Foreign Buildings Operations (A/FBO/AP/AD)
 Department of State
 SA-6, Room L-600, P.O. Box 12248
 Rosslyn Station
 Arlington, VA. 22219
 Tel. (703) 875–6297

Performs acquisition services in support of design, engineering, construction, renovation, and/or rehabilitation of U.S. Embassies worldwide.

3. Office of Language Services (A/OPR/LS)
Department of State
Main State, Room 2214
Washington, D.C. 20520–2214
Tel. (202) 647–1528

Mostly small purchases involving the services of translators, interpreters, escorts, and related language support.

4. Office of Overseas Schools (A/OPR/OS)
Department of State
SA–29, Room 245
Washington, D.C. 20522–2902
Tel. (703) 875–7800

Small purchases and grants involving overseas schools assistance activities.

5. Diplomatic Telecommunications Service (DTS-PO/ADM/ACQ)

Department of State

SA-34, Room 1266

Washington, D.C. 20522

Tel. (703) 912-8108

Acquisition of communication circuit leases for worldwide use.

6. Office of Foreign Missions (M/OFM)

Department of State

SA-33, Room 357

Washington, D.C. 20520-3301

Tel. (202) 895-3507

Limited acquisitions involving professional services and personal property in support of the office's mission, that of ensuring reciprocity of treatment between U. S. missions overseas and foreign missions in this country.

7. Foreign Service Institute (NFATC)

Department of State

4000 Arlington Blvd.

Arlington, VA 22204-1500

Tel. (703) 302-7141

Acquisitions involving instructors, linguists, other academic and training specialists, and personal property as needed to support the Institute's training mission.

8. Office of International Conferences (IO/OICA)

Department of State

Main State, Room 1428A

Washington, D.C. 20520-6319

Tel. (202) 647-1771

Limited small purchase authority involving annual international conferences.

9. Bureau for Refugee Programs (RP/COMP)

Department of State

SA-1, Room 1215

Washington, D.C. 20522-0112

Tel. (202) 663-1022

Small purchases, grants, and cooperative agreements supporting world-wide refugee matters.

10. United States Mission to the United Nations (USUN)

799 UN Plaza, Room 312

New York, N.Y. 10017

Tel. (212) 667-4095

Small purchases involving services and personal property supporting the U.S. Mission to the United Nations.

11. Moscow Embassy Buildings Control Office (M/MEBCO)

Department of State

SA-6, Room 1139

Washington, D.C. 20522-0602

Tel. (703) 516-1855

Acquisitions involving the new Moscow Embassy complex, including A/E and construction services and materials.

12. Regional Procurement and Support Office

Miami Regional Center

Department of State

1650B SW 39th St.

Ft. Lauderdale, FL. 33315

Tel. (305) 359-3764/5

Small purchases for services and personal property procured in the U.S. in support of posts in Central and South America.

13. Office of Information Management, Major Acquisitions

Program Office (IM/ MAPO)

Department of State

A/IM/MAPO, Room 403, SA-5

Washington, DC 20522-0403

Tel. (202) 736-9042

Limited procurement authority for major systems buys (those exceeding \$10 million) or as directed by the Deputy Assistant Secretary for Information Management or the Procurement Executive.

Other specialized procuring activities are described below:

14. State Department Foreign Service Posts

The State Department's embassies and consulates abroad have direct purchasing authority for products and services up to \$25,000 without seeking a delegation of procurement authority from Washington, D.C.'s Office of the Procure-

ment Executive. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either from GSA schedule or directly from vendors. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts using the APO addresses listed in the booklet, *Key Officers of Foreign Service Posts* (see order form on page E–3) or to the purchasing agents listed in the footnote on page A–21.

DOS Grant and Cooperative Agreement Opportunities

Office of Overseas Schools (A/OPR/OS) Department of State Room 245, SA-29 Washington, D.C. 20522-2902 Ms. Barbara La Brie Tel. (703) 875-7800

Grants for the provision of assistance to elementary and secondary schools abroad to assure that appropriate educational programs are provided for dependents of American citizens.

Bureau of Oceans and International Environmental and Scientific Affairs (OES) Department of State Room 7821, Main State Washington, D.C. 20520 Mr. Jim Lewis Tel. (202) 647–3622

Grants related to the conduct of research and promotion of international cooperation on environmental and other scientific issues.

Bureau of Intelligence and Research (INR/RES) Department of State Room 404, SA-5 Washington, D.C. 20522–0504 Ms. Susan Nelson Tel. (202) 736–9059

Grants for the provision of stable, long-term financing for advanced research; graduate and language training; public dissemination of research data (e.g., methods and findings); and contact and collaboration among government and private specialists.

Bureau of Refugee Programs (RP) Department of State Room 1211, SA–1 Washington, D.C., 20522–0112 Ms. Emily Krantz Tel. (202) 663–1022

Cooperative agreements for the provision of food, health, and training activities and medical services for refugees in camps of first asylum.

Bureau of Diplomatic Security (DS/OSA/ASD) Department of State 3d Floor, SA–10 Washington, D.C. 20522–1003 Ms. Donna Taylor Tel. (202) 663–0011

Cooperative agreements with state and local governments and institutions of higher learning for security-related training and training evaluation.

Regional Procurement and Support Office

U.S. Embassy/Bonn

The Department of State's Embassy in Bonn, Germany, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American embassies abroad, particularly those in the Near East, Africa, the Mediterranean region, Eastern Europe, and posts in the newly independent states (formerly the U.S.S.R.).

In Fiscal Year 1992, RPSO/Bonn purchased over \$55 million in goods and services, much of which was from U.S. vendors. The majority of such purchases are under \$25,000 ("small purchases") and fall into three main categories. Those categories are: (1) medical supplies and equipment, (2) "special acquisitions," including computers and peripherals, software, large household appliances, expendable and nonexpendable office supplies, furniture, subscriptions and books, and (3) "general acquisitions," including educational materials, vehicles and spare parts, construction materials and supplies, and other miscellaneous goods and services that do not fall into categories (1) and (2).

Firms interested in selling to the RPSO/Bonn should send descriptive literature on their product line, including prices, to the Director, RPSO/Bonn, c/o American Embassy/Bonn, Department of State, Deichmanns Aue 5300, Bonn 2 Unit 27101, APO AE 09080. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Bonn. While overseas posts, including RPSO/Bonn, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practical.

U.S. Embassy/Tokyo

The U.S. Embassy in Tokyo, Japan, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the former Soviet bloc of nations and the Commonwealth of Independent States (CIS), Africa, the Near East, the Middle East, and the Far East.

In Fiscal Year 1992, RPSO/Tokyo purchased over \$12 million in goods and services. The majority of such purchases are under \$25,000 ("small purchases") and fall into three main categories: (1) Japanese-made automobiles with right-hand steering, and with left-hand steering for which no other available source exists in the particular constituent location for parts, supplies, and services; (2) automobile parts for vehicles made in Japan; (3) airfreight and shipping services to constituent posts of American Embassy Tokyo; and other miscellaneous goods and services that do not fall into any of the other categories.

Firms interested in selling to the RPSO/Tokyo should send descriptive literature on their products line(s), including prices, to Director, RPSO Tokyo, c/o American Embassy/

Tokyo, Unit 45002, Box 212, APO AP 96337–0001. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Tokyo. Although overseas posts, including RPSO/Tokyo, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practical.

U.S. Embassy/Singapore

In October 1993, the Department of State formally opened a Regional Procurement Support Office (RPSO) under the U.S. Embassy in Singapore, Republic of Singapore. RPSO Singapore supports the procurement needs of the American Embassy in Singapore, including those Federal agencies attached to the Embassy, and other American Embassies and Consulates in the East Asian region.

As the RPSO Singapore is being newly established, historical procurement data is of somewhat limited value. In Fiscal Year 1993, Embassy Singapore purchased over \$3 million in goods and services, of which 60 percent of the individual transactions were under \$25,000 ("small purchases"). Over \$450,000 in purchases were made for U.S. Embassies and Consulates in other countries. Supplies purchased by RPSO Singapore are expected to include heating and air-conditioning equipment, tires, medical supplies, electrical supplies, small appliances, consumer and office electronics, automobiles, construction materials and supplies, publications, household appliances, office equipment, construction materials, computer equipment and software, and household and office furniture. Services are expected to include commercial support services (cleaning, gardening, security guards), computer services, facility rentals, equipment leases, small architect-engineer and construction services, and airfreight and shipping services.

Firms interested in selling to the RPSO Singapore should send descriptive literature on their product line(s), including prices, to the Director, RPSO Singapore, American Embassy Singapore, FPO AP 96534–0001. Small, small minority-owned, and small women-owned businesses should indicate their size and ownership status when mailing product information to RPSO Singapore. While overseas posts, including RPSO Singapore, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable.

Miami Regional Center

A Regional Procurement Support Office (RPSO) was formally opened in December 1993 at the U.S. Department of State's Miami Regional Center located in Ft. Lauderdale, FL. RPSO-MIAMI was established to support the procurement needs of the American Embassies, consulates, or other posts located in the Central/South America, Caribbean, and certain West African countries.

Since RPSO-MIAMI was only recently established, there is no reliable historical data. Supplies and services that will be procured by RPSO-MIAMI may include heating and air-conditioning units and repair parts; computer equipment and software; small/large household appliances; office electronics; medical supplies/equipment; automotive parts/tires; electrical equipment/supplies; telecommunications equipment/supplies, construction materials/supplies; household/office furniture; printing requirements, and carpet/flooring supplies and equipment. Services are expected to be lawn care/gardening; equipment leases; computer services; small architect-engineer and construction services; and air freight/ocean freight and other shipping or courier services; facility rental; janitorial services; guard services; printing services; and life/health and retirement plans.

Firms interested in doing business with the RPSO-MIAMI should forward descriptive literature on their product/service line(s), including prices, to Director, RPSO-MIAMI, Miami Regional Center, 1650B S.W. 39th Street, Ft. Lauderdale, FL 33315. Small, small minority-owned, and small women-owned businesses should clearly indicate their size/ownership status when contacting RPSO-MIAMI. For additional information, you may also call (305) 359–3765 or Fax (305) 359–3769.

Top Spending Posts for FY-1993 (extracted from Competition Advocates' Report) (in U.S. \$)

Bonn	over 42 million
Paris	over 22 million
Tokyo	over 18 million
Bangkok	over 13 million
Cairo	over 12 million
Abidjan	over 11 million
Berlin	over 9 million
Rome	over 9 million
La Paz	over 8 million
Brussels	over 7 million

Posts That Issued Largest Number of Contract Actions (exceeding \$25,000 during FY-1993)

Bonn
Paris
Tokyo
Cairo
Bangkek
Rome
Brussels
La Paz
Abidjan
Berlin

More detailed information on post-specific statistical data is available in the Department of State's *Annual Competition in Contracting Report*. To receive a copy, contact the Competition Advocate on (703) 516–1686.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

In the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (PL 99–399), Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program.

Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Richard Natale at the following address:

Department of State A/FBO/AP/AD SA-6, Room L 600 Washington, D.C. 20522–0604 Telephone: (703) 875–6283

Any firm that has new or innovative technical security or electronic CM products, which could be used to enhance security at a U.S. Embassy abroad, may contact Ken Stanley at the following address:

Department of State DS/ST/CMP SA-10, 7th Floor Washington, D.C. 20522-1003 Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Robert Brittian of the Department's Physical Security Division at the address listed on page A-16.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State A/FBO/PE/CSM SA-6, Room 711 Washington, D.C. 20522–0602 Attn: David Roberts

Telephone: (703) 516–1637

Department of State DS/PSD/CSB SA-6, 8th Floor Washington, D.C. 20522-0602 Attn: Mr. Greg Starr

Telephone: (703) 875-6562

For planning purposes, it is projected that during FY 94/95, architect/engineer and/ or construction projects at the following Foreign Service posts will be advertised or awarded: Kuwait, Kuwait; Paris, France; Tunis, Tunisia; Rio De Janeiro, Brazil; Tirane, Albania; Panama City, Panama; New Delhi, India; Tel Aviv, Israel; Vientiane, Laos; Bissau, Guinea-Bissau; Algiers, Algeria; Budapest, Hungary; Sofia, Bulgaria; Harare, Zimbabwe; Singapore, Singapore; and Berlin, Germany.

Notification of Metric Transition

In 1975 and 1988, legislation was enacted that denoted the metric system of measurement as the preferred system of weights and measures for the United States Trade and Commerce. Furthermore, Executive Order 12770 promoted the use of the metric system of weights and measures through contracts, grants, and other other business-related activities to the extent economically feasible.

The metric system can provide substantial advantages to the Federal Government in its operations, and the Department of State, unique in its international mission and environment, has an important role to play in the Federal Government's transition.

Therefore, all employees of the Department, as well as those businesses that do business with the Department, are encouraged to participate in moving departmental functions to the metric system of weights and measures.

Any questions regarding the Department of State Metric Transition Program should be directed to Mr. Robert E. Lloyd in the Office of the Procurement Executive.

U.S. Department of State Washington, D.C. 20520

User-Office Contacts

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

> Mr. Robert E. Llovd, Acting Departmental Competition Advocate (Mailing Address) U.S. Department of State A/OPE/CA, Room 603, SA-6 Washington, D.C. 20522-0602

Telephone: (703) 516-1690

Architectural, Engineering, and Design Services (Construction)

a. Office of Foreign Buildings Room L600, SA-6

Ms. Patricia Regalo-Warren (Acquisitions) Telephone: (703) 875-6276

b. Office of Small & Disadvantaged Business Utilization Room 633, SA-6

Mr. Charles Mallett

(Minority Business Coordinator)

Telephone: (703) 875-6586

Audio-Visual Services and Products

a. Publishing Services Division

Room B847, N.S.

Ms. Rose Grover

Telephone: (202) 647-4170

b. General Services Division

Room B-258, N.S.

Mr. Richard Jimney Telephone: (202) 647-1634

c. Foreign Service Institute (FSI/EX/AVF)

Room F1328, SA-42

Mr. Tom Bash Telephone: (703) 302-6788

d. Bureau of Diplomatic Security (DS/PLD/TC)

Room 380A, SA-11

Ms. Brenda Sprague Telephone: (703) 204-6240

Building Interior Furnishings (Foreign)

Office of Foreign Buildings

Room 1201, SA-6

Ms. Vivien Woofter Telephone: (703) 875–6263

Building Maintenance and General Services (Domestic)

(Includes labor services, local transportation services, etc.)

General Services Division

Room 1493, N.S.

Mr. John Silva (transportation) Telephone: (202) 647–3628

Ms. Shirley Beard (labor services) Telephone: (202) 647–3611

Office of Operations

a. Facilities Management and Support Services

Room 1480, N.S.

Mr. Frank Bright Telephone: (202) 647–6001

b. Safety Division

Room 3800, N.S.

Mr. Stephen Urman Telephone: (202) 647–4302

Building Maintenance and General Services (Foreign)

Office of Foreign Buildings Room L100 and L200, SA-6

Mr. James Schoonover Telephone: (703) 875–7025

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke (Moscow)

Room 1139, SA-6 Telephone: (703) 875–5796

Ms. Juanita Waters

Room L600, SA-6 Telephone: (703) 875–6297,

Cartographic Services

Office of the Geographer

Room 8742, N.S.

Mr. William Wood Telephone: (202) 647–2021

Catering Services

Office of Protocol

Room 1238, N.S.

Mr. Harland Lee Telephone: (202) 647–1700

Communication Equipment Services

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations

(IM/SO/TO/MT) Room 214, SA-21

Mr. Lee Rainer Telephone: (703) 912-8350

Mr. John Dixon Telephone: (703) 912-8441

Computer Supplies and Accessories

Office of Information Management

(IM/SO/DO/FADPC) Room 12B63, N.S. Mr. D. Barry Leonard

Telephone: (202) 647-7245

Mr. Edward Courlang

Room 200, SA-29 Telephone: (202) 647-7811

Office of Acquisition

Ms. Tai Lai Hoffman Telephone: (703) 875-5815

Construction Services (Foreign)

Office of Foreign Buildings

Room L600, SA-6

Mr. John Sligh (Const. Management)

Room 703, SA-6 Telephone: (703) 875-6300

Mr. Charles Mallett (Minority Coordinator)

Room 633, SA-6 Telephone: (703) 875-6586

Educational Materials/Supplies

a. Office of Overseas Schools Room 245, SA-29

Mr. Ernest N. Mannino

Telephone: (703) 875-7800

b. Foreign Service Institute Room F2125, SA-42

> Telephone: (703) 302-7233 Ms. Jayetta Oates

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

Bureau of Diplomatic Security

SA-10, 8th floor

Mr. James Robertson Telephone: (202) 663–0031

Mr. Robert Brittian

SA-6, Room 804 Telephone: (703) 875-6570

Mr. Tom Warren

SA-10, 7th Floor (DS/CMP/ES) Telephone: (202) 663-0708

Mr. Robert Boyke

SA-7 (DS/PEL/DE) Telephone: (703) 644-3330

Engineering Services (Construction)

Office of Foreign Buildings Ms. Patricia Regalo-Warren

Room L600, SA-6 Telephone: (703) 875-6276

Mr. Harry Marinos (electrical)

Room 310C, SA-6 Telephone: (703) 875-6143

Mr. Robert Gardner (mechanical)

Room 324, SA-6 Telephone: (703) 875-6216

Mr. Sedat Asar (structural)

Room 343, SA-6 Telephone: (703) 875-6190

Office of Real Property Management, Design, and Construction Division (Domestic)

(Domestic)
Mr. Mark Butowsky

Room 1878, N.S. Telephone: (202) 647–3860

Engineering Services (Non-Construction)

a. Bureau of Diplomatic Security (DS/CMP/ES)

SA-10, 7th Floor

Mr. Jim Frank (Security R&D) Telephone: (202) 663–0708

b. Office of Information Management/Special Operations

Room 214, SA-21

Mr. Patrick McLarney, Acting Telephone: (703) 912–8599

Mr. Lee Rainer Telephone: (703) 912–8350

Environmental Sciences (air, water, geotechnical, asbestos, etc.)

a. Office of Foreign Buildings Operations
 Mr. Greg Krisanda (overseas posts)

Room L 200, SA-6 Telephone: (703) 875–5742

b. Office of Safety/Health and Environmental Management

Mr. Stephen Urman

Room 1035, SA-1 Telephone: (202) 663-3230

c. Office of Operations, Facilities, Management, and Support Services

Mr. Frank Bright

Room 1480, N.S. Telephone: (202) 647–6001

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings

Room 412, SA-6

Ms. Vivien Woofter Telephone: (703) 875–6263

Information Management Support Services

a. Office of Information Management

Mr. Edward Courlang

(SA-29, Room 200) Telephone: (703) 875-7811

Mr. David Ames

(Room 12B63, N.S.) Telephone: (202) 647–7245

Mr. Yang Kim

(SA-29, Room 200) Telephone: (703) 875-7771

Mr. Robert Obenstine

(Room 12B63 N.S.) Telephone: (202) 647–7528

b. Bureau of Consular Affairs

Room W711, SA-1

Mr. Alan Dahl Telephone: (202) 663–1121

c. Office of Passport Services

Room 338, SA-17

Ms. Agnes Liptak Telephone: (202) 326–6146

^{*}Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Mr. Cornelius Pitts, Jr. at (703) 875-6023.

d. Foreign Service Institute Room F3313, SA-42.

Ms. Linda Coble Telephone: (703) 302–6755

e. Bureau of Diplomatic Security

SA-10, 6th floor (DS/OA/SYS)

Ms. Joan Lewis Telephone: (202) 663–0416

 Office of Financial Management, System Development, and Maintenance Division (FM/FS/DM)

and Maintenance Division (FM/FS/DM)

SA-15, Room 4520

Ms. Cecelia Holson Telephone: (703) 875–6912

g. Office of Information Resources Management (S/S-IRM/SMD)

Room 7530

Mr. Kenneth Matthiesen Telephone: (202) 647–0867

h. Office of Information Management - Migration (IM/MIG)

Room 406, SA-5

Mr. Michael Washburn Telephone: (202) 736–9174

International Political and Economic Affairs and Social Science Research

Bureau of International Narcotics Matters

Room 7334, N.S.

Mr. Tim Henderson Telephone: (202) 647–1918

Labor Services

General Services Division

Room 1493, N.S.

Ms. Shirley Beard Telephone: (202) 647–3611

Language/Translation Services

Office of Language Services

Room 2214, N.S.

Mr. Harry Obst Telephone: (202) 647–1528

Library/Subscription Services

Office of Information Services/Library

Room 3239, N.S.

Ms. Alpha Rose** Telephone: (202) 647–1875

^{**}Manages Department's Commercial Library Program.

Machine and Equipment Maintenance/Repair (other than ADP)

Office of Operations Room 1480, N.S.

Mr. Frank Bright Telephone: (202) 647–6001

Medical Services/Supplies

Medical Services Room 2906, N.S.

Mr. Elmer R. Higgs Telephone: (202) 647–3616

Mental Health Care/Services

Office of Medical Services Employee Services Division

Room 3243, N.S.

Ms. Anne Weiss Telephone: (202) 647–4929

Microfilming/Micrographics

Office of Information Services/Records Management Staff

(IM/IS/RA/RM) Room B238A, N.S.

Mr. John Cruce Telephone: (202) 647–7123

Networking/Telecommunications

Diplomatic Telecommunications Program Office

(DTS/PO/Admin/ACQ)

SA-34

Mr. Victor White Telephone: (703) 912–8108

Digital Systems Programs (SO/DO/DSP)

Room 2921, N.S.

Mr. Robert Bubniak (domestic) Telephone: (202) 647–4300

Mr. Patrick McLarney, Acting Telephone: (703) 912–8599

Tele. Systems (overseas)

Overseas Employee Associations*

Manufacturers and distributors interested in selling wholesale grocery products, exchange items, and recreational supplies to U.S. Employee Associations overseas should contact:

Ms. Diane DeVivo, Director

Office of Commissary and Recreation Affairs (A/OPR/ST/CR)

Room 600, SA-6

Washington, D.C. 20522-0602

Telephone: (703) 875-6078

FAX (703) 875-6105

(See page A-26 for a list of State Department Foreign Service posts having U.S. Employee Associations. Those posts annotated with an asterisk (*) have U.S. Employee Associations.)

Publishing, Printing, Reproduction Equipment/Supplies, and Editorial Services

a. Office of Information Services

Room 1758, N.S.

Mr. Howard Gaidsick Telephone: (202) 647–2517

Mr. Gregory Liverpool Telephone: (202) 647–8662

Recycled Products (Construction and Janitorial Supplies Only)

a. Office of Facilities Management and Support Services (OPR/FMSS)

Room 1481, N.S.

Mr. Calvin Dubose Telephone: (202) 647–6003

Safety and Rescue Equipment

a. Bureau of Diplomatic Security (DS/CMP/SDE)

SA-10, 7th Floor

Mr. Jim Frank Telephone: (202) 633–0722

b. Office of Foreign Buildings

Room L100, SA-6

Mr. Bruce Sincox Telephone: (703) 875–6983

Office of Commissary and Recreation Affairs A/OPR/ST/CR
State Annex 6, Room 600
U.S. Department of State
Washington, D.C. 20522-0602
Tel: (703) 875-6088

Tel: (703) 875–6088 FAX: (703) 875–6105

^{*} CR conducts one Conference/Trade Show each year, rotating their sites between each of the Department's five Regional Bureaus. For information regarding future Conference/Trade Shows, please contact Mr. Clint Kiser:

Small Purchases*

Office of Acquisition Room 528, SA-6

Ms. Millie Pugliese (small purchases branch

and Foreign Service branch) Telephone: (703) 516–1711

Computer Supplies and Accessories

Ms. Tai Li Hoffman Telephone: (703) 875–5815

Carpeting/Draperies

Ms. Betty Thomas Telephone: (703) 875–6015

Furniture

Ms. Betty Thomas Telephone: (703) 875–6015

Mr. Neil Reilly Telephone: (703) 875–6021

Training**

a. Office of Civil Service Career

Development and Assignments

Room 2429, N.S.

Ms. Theresa A. Manly Telephone: (202) 647–7252

b. Office of Equal Employment Opportunity and Civil Rights

Room 4216, N.S.

Ms. Azucena Vasquez Telephone: (202) 647–9040

c. Foreign Service Institute

National Foreign Affairs Training Center

Room F2210, SA-42 Telephone: (703) 302-7141

Mr. Gary D. Crawford (Language) Telephone: (703) 302–7242

Ms. Christine Fulena

(Clerical/Administrative) Telephone: (703) 302–4140

Ruby Green (703) 875–5816 Millie Pugliese (703) 875–1711

^{*}The Office of Acquisition's Foreign Service Contracts and Procurement Branch (FSCP) serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market embassies in specific geographic regions may do so directly, using the list beginning on page A-26, or may contact the following small purchase agents:

^{**}Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Leutrell Osborne, Director, OSDBU, at OPM on (202) 606–2180 for information.

Mr. Richard Jackson (Area Studies)

SA-42, Room F3422 Telephone: (703) 302-6858

Ms. Colleen Lewis (Contracting Officer)

SA-42, Room F2125 Telephone: (703) 302-6774

d. Office of Information Management (IM/TE/OT)

P.O. Box 3050

Warrenton, VA 22186

Mr. Richard Kwiatkowski Telephone: (703) 557–1834

e. Bureau of Diplomatic Security

Room 320A, SA-11

Mr. David Haas Telephone: (703) 204–6188

Transportation/Packing/Shipping/Storage (Household Effects)

a. Office of Transportation

Room 1056, N.S.

Mr. Ed Davis Telephone: (202) 647–4091

Mr. Harry Lundy (Contracts) Telephone: (703) 875–6014

* * * * * * * *

For further information contact:

Mrs. Durie White

Operations Director, Office of Small and Disadvantaged Business Utilization

Room 633, SA-6

Washington, D.C. 20522–0602 Telephone: (703) 875–6824

Mr. Gregory Mayberry

Associate Operations Director, Office of Small and

Disadvantaged Business Utilization

Room 633, SA-6

Washington, D.C. 20522–0602 Telephone: (703) 875–6823

Mr. Charles Mallett A/SDBU/FBO Room 633, SA-6 Washington, D.C. 20522-0602

Ms. Linda Taylor Procurement Analyst, Office of Small and Disadvantaged Business Utilization Room 633, SA-6

Washington, D.C. 20522-0602

Mr. Anthony Jones Procurement Analyst, Office of Small and Disadvantaged Business Utilization Room 633, SA-6 Washington, D.C. 20522-0602

Telephone: (703) 875-6586

Telephone: (703) 516-1953

Telephone: (703) 875-6822

Department of State General Services and Administrative Officers

Bureau	<u>Title</u>	Telephone	Room	Zip Code
A/EX	Adminstrative Officer	202–647–8883	3800, M.S.	20520-6310
A/FBO/RMO	General Services Officer	703-875-5756	1170, SA6	20522-0602
A/IM/OIA	Administrative Officer	202-736-4200	1910, M.S.	20520-6310
AF/EX	General Services Officer	202-647-1359	3519, M.S.	20520-3430
ARA/EX	General Services Officer	202-647-4468	3260, M.S.	205206258
CA/EX/GSD	General Services Officer	202-647-5730	1809, M.S.	20520-4818A
DS/EX	General Services Officer	202-663-0049	3d F1, SA-10	20522-1003
EAP/EX	General Services Officer	202–647–6133	4313A, M.S.	20520-6310
EB/EX	General Services Officer	202-647-1480	6820, M.S.	20520-5818
EUR/EX	General Services Officer	202–647–5955	5428, M.S.	205206511
Н	General Services Officer	202–647–9221	7517, M.S.	20520-7261A
INM/C	Administrative Officer	202–647–4867	3418, M.S.	20520-7310
INR/EX	General Services Officer	202-647-2503	6639, M.S.	205206510
IO/EX	General Services Officer	202–647–1662	1427, M.S.	20520
L/EX	Administrative Officer	202-647-8323	5519, M.S.	20520-6417
FMP/EX	Administrative Officer	703-812-2380	1250, SA-15	20520
M/FSI/EX	General Services Officer	703-302-7233	F2129, SA-42	22204-1500
M/MED/EX	General Services Officer	202-647-3527	B261-D, M.S.	20520-2256
M/OFM/AO	Administrative Officer	703-895-5311	358, SA-33	20522
NEA/SA/EX	General Services Officer	202–647–1697	4245, M.S.	20520-6258
OES/EX	Administrative Officer	202-647-4750	7821, M.S.	20520-7818
OIG/PM/EX	Administrative Officer	703-284-1806	840, SA-39	20520
PER/EX	Administrative Officer	202-647-5824	3811, M.S.	20520-2810
PM/EX	General Services Officer	202-736-7227	5819, M.S.	20520-7320
RP/EX	General Services Officer	202-663-1009	1251, SA-1	20520-0112
S/CPR/EX	Administrative Officer	202-647-1702	1238, M.S.	20520-1238
S/S/EX	General Services Officer	202-647-9221	7517, M.S.	20520-7512

Mailing Address Form

The APO and in-country address(s) for overseas posts are published in the *Key Officers of Foreign Service Posts* booklet (Department of State Publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office, using the order form on page E-3.

State Department Foreign Service Posts

(Those posts annotated with an asterisk (*) operate Overseas Employee Associations)

•	• •	
Location of Office	Type of Office	
Abidjan, Cote d'Ivoire*	Embaśsy	
Abu Dhabi, United Arab Emirates	Embassy	
Accra, Ghana*	Embassy	
Adana, Turkey	Consulate	
Addis Ababa, Ethiopia*	Embassy	
Alexandria, Egypt	Consulate General	
Algiers, Algeria*	Embassy	
Almaty, Kazakhstan	Embassy	
Amman, Jordan*	Embassy	
Amsterdam, Netherlands	Consulate General	
Ankara, Turkey*	Embassy	
Antananarivo, Madagascar*	Embassy	
Apia, Western Samoa	Embassy	
Ashgabat, Turkmenistan	Embassy	
Asuncion, Paraguay*	Embassy	
Athens, Greece*	Embassy	
Auckland, New Zealand	Consulate General	
Baghdad, Iraq*	Embassy	
Baku, Azerbaijan	Embassy	
Bamako, Mali*	Embassy	
Bandar Seri Begawan, Brunei	Embassy	
Bangkok, Thailand*	Embassy	
Bangui, Central Arab Republic	Embassy	
Banjul, The Gambia*	Embassy	
Barcelona, Spain	Consulate General	
Barranquilla, Colombia	Consulate	
Beijing, China*	Embassy	
Beirut, Lebanon	Embassy	
Belfast, Northern Ireland, U.K.	Consulate General	
Belgrade, Yugoslavia*	Embassy	
Belize City, Belize	Embassy	
Berlin, Federal Rep. of Germany	Branch Office	
Bern, Switzerland	Embassy	
Bilbao, Spain	Consulate	
Bishkek, Kyrgyzstan	Embassy	
Bissau, Guinea-Bissau	Embassy	

Bogota, Colombia* Embassy

Bombay, India Consulate General

Bonn, Federal Rep. of Germany*†

Embassy

Bordeaux, France Consulate General

Bosnia-Herzegovina, Austria Embassy
Brasilia, Brazil* Embassy
Bratislava, Slovak Republic Embassy

Bratislava, Slovak Republic Embassy
Brazzaville, Congo* Embassy
Bridgetown, Barbados* Embassy
Brisbane, Australia Consulate
Brussels, Belgium* Embassy
Brussels, Belgium* USNATO

Bucharest, Romania* Embassy
Budapest, Hungary* Embassy
Buenos Aires, Argentina* Embassy
Bujumbura, Burundi* Embassy

Cairo, Egypt* Embassy
Calcutta, India Consulate General

Calgary, Canada Consulate General

Canberra, Australia* Embassy
Cape Town, South Africa Consulate General

Caracas, Venezuela* Embassy

Casablanca, Morocco Consulate General Cebu, Philippines Consulate

Chengdu, China Consulate General Chiang Mai, Thailand Consulate General

Chisinau, Moldova Embassy

Ciudad Juarez, Mexico Consulate General
Colombo, Sri Lanka* Embassy
Conakry, Guinea* Embassy

Copenhagen, Denmark* Embassy
Cotonou, Benin* Embassy

Curacao, Netherlands Antilles Consulate General

Dakar, Senegal*EmbassyDamascus, Syria*EmbassyDar Es Salaam, Tanzania*Embassy

Dhahran, Saudi Arabia* Consulate General

Dhaka, Bangladesh* Embassy
Djibouti, Djibouti* Embassy
Doha, Qatar Embassy
Douala, Cameroon Consulate

[†]Embassy/Bonn has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer, Mr. John Stever.

Dubai, United Arab Emirates

Dublin, Ireland* Durban, South Africa Dushanbe, Tajikistan

Edinburgh, Scotland, U.K.

Florence, Italy

Frankfurt Am Main, Federal Rep. of Germany*

Freetown, Sierra Leone* Fukuoka, Japan

Gaborone, Botswana*

Geneva, Switzerland*

Genoa, Italy

Georgetown, Guyana* Guadalajara, Mexico* Guangzhou, China

Guatemala City, Guatemala*

Guayaquil, Ecuador Hague, The Netherlands

Halifax, Canada

Hamburg, Federal Rep. Germany*

Hamilton, Bermuda Harare, Zimbabwe Havana, Cuba Helsinki, Finland* Hermosillo, Mexico

Hermosillo, Mexico
Hong Kong, Hong Kong*
Islamabad, Pakistan*

Istanbul, Turkey* Izmir, Turkey Jakarta, Indonesia* Jeddah, Saudi Arabia*

Jerusalem, Jerusalem Johannesburg, South Africa

Kaduna, Nigeria Kampala, Uganda* Karachi, Pakistan* Kathmandu, Nepal*

Kathmandu, Nepal* Kavala, Greece* (relay)

Khartoum, Sudan* Kiev, Ukraine

Kigali, Rwanda*

Consulate General

Embassy

Consulate General

Embassy

Consulate General Consulate General

Consulate General

Embassy Consulate Embassy

Branch and Mission

Offices

Consulate General

Embassy

Consulate General Consulate General

Embassy

Consulate General

Embassy

Consulate General Consulate General Consulate General

Embassy USINT Embassy Consulate

Consulate General

Embassy

Consulate General Consulate General Consulate General

Consulate General Consulate General

Consulate General Consulate General

Embassy

Consulate General

Embassy

Embassy Embassy

Consulate General

Kingston, Jamaica* Embassy
Kinshasa, Zaire* Embassy
Kolonia, Micronesia Embassy
Koror, Palau USLO

Krakow, Poland Consulate General Kuala Lumpur, Malaysia* Embassy

Kuala Lumpur, Malaysia* Embassy
Kuwait, Kuwait* Embassy
La Paz, Bolivia* Embassy
Lagos, Nigeria* Embassy
Lahore, Pakistan* Consulate

Lahore, Pakistan* Consulate General Leipzig, Federal Rep. of Germany Consulate General

Liberia (relay)

Libreville, Gabon Embassy

Lilongwe, Malawi* Embassy

Lima, Peru* Embassy

Lisbon, Portugal* Embassy

Lome, Togo* Embassy
London, England, U.K.* Embassy
Luanda, Angola USLO

Lubumbashi, Zaire Consulate General

Lusaka, Zambia* Embassy
Luxembourg, Luxembourg Embassy

Madras, India* Consulate General

Madrid, Spain*

Majuro, Marshall Islands

Embassy

Malabo, Equatorial Guinea

Embassy

Managua, Nicaragua*

Embassy

Manama, Bahrain

Embassy

Manila, Philippines

Embassy

Maputo, Mozambique Embassy
Maracaibo, Venezuela Consulate

Marseille, France Consulate General
Martinique, French Caribbean Dept. Consular Agency

Maseru, Lesotho Embassy
Matamoros, Mexico Consulate
Mazatlan, Mexico Consulate
Mbabane, Swaziland Embassy

Medan, IndonesiaConsulate GeneralMelbourne, AustraliaConsulate General

Merida, Mexico Consulate
Mexico City, D.F., Mexico* Embassy

Milan, Italy

Minsk, Belarus

Mogadishu, Somalia*

Mombasa, Kenya

Consulate General

Embassy

Embassy

Consulate

Monrovia, Liberia*
Monterrey, Mexico

Montevideo, Uruguay*

Montreal, Canada*

ICAO

Moscow, Russia*

Munich, Federal Rep. of Germany

Muscat, Oman* Nagoya, Japan N'Djamena, Chad*

Naha, Japan Nairobi, Kenya* Naples, Italy

Nassau, Bahamas* New Delhi, India* New York, N.Y. Niamey, Niger* Nicosia, Cyprus*

Nouakchott, Mauritania* Nuevo Laredo, Mexico

Oran, Algeria Osaka-Kobe, Japan

Oslo, Norway* Ottawa, Canada*

Ouagadougou, Burkina Faso*

Palermo, Italy

Panama City, Panama* Paramaribo, Suriname*

Paris, France*

Perth, Australia Peshawar, Pakistan*

Philippines (relay)

Phnom Penh, Cambodia
Ponta Delgada, Azores, Portugal
Portau-Prince Haiti*

Port-au-Prince, Haiti*
Port Louis, Mauritius
Port Moresby, Panua N

Port Moresby, Papua New Guinea

Porto Alegre, Brazil

Port-of-Spain, Trinidad and Tobago*

Poznan, Poland

Prague, Czech Republic* Praia, Cape Verde Pretoria, South Africa*

Pusan, Korea

Embassy

Consulate General

Embassy

Consulate General,

Embassy

Consulate General

Embassy Consulate Embassy

Consulate General Embassy, UNEP Consulate General

Embassy
Embassy
USUN
Embassy
Embassy
Embassy
Consulate

Consulate General Embassy

Embassy Embassy

Consulate General

Embassy . Embassy

Embassy, UNESCO,

USOECD

Consulate General

Consulate

Embassy Consulate Embassy

Embassy Embassy Consulate Embassy Consulate

Embassy Embassy Embassy

Consulate

Quebec, Canada Quito, Ecuador* Rabat, Morocco* Rangoon, Burma* Recife, Brazil Reykjavik, Iceland Rhodes, Greece (relay)

Riga, Latvia

Rio de Janeiro, Brazil* Riyadh, Saudi Arabia*

Rome, Italy*

St. George's, Grenada

St. Johns, Antigua and Barbuda

St. Petersburg, Russia San Jose, Costa Rica* San Salvador, El Salvador* Sanaa, Yemen Arab Republic*

Santiago, Chile*

Santo Domingo, Dominican Republic*

Sao Paulo, Brazil* Sapporo, Japan

Sarajevo, Bosnia-Herzegovina

Seoul, Korea*
Shanghai, China*
Shenyang, China*
Singapore, Singapore*
Sofia, Bulgaria*
Stockholm, Sweden*
Strasbourg, France

Stuttgart, Federal Rep. of Germany

Surabaya, Indonesia

Suva, Fiji*

Sydney, Australia Tallinn, Estonia Tashkent, Uzbekistan Tbilisi, Georgia

Tomsi, Georgia

Tegucigalpa, Honduras* Tel Aviv, Israel*

Tel Aviv, Israel*
Thessaloniki, Greece*
Tijuana, Mexico
Tirana, Albania
Tokyo, Japan*
Toronto, Canada*

Tunis, Tunisia*

Consulate General

Embassy Embassy Embassy Consulate Embassy

Embassy

Consulate General

Embassy

Embassy, FODAG

Embassy Embassy

Consulate General

Embassy Embassy Embassy Embassy Embassy

Consulate General Consulate General

Embassy Embassy

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Embassy Embassy Embassy

Consulate General Consulate General Consulate General

Embassy

Consulate General

Embassy Embassy Embassy Embassy

Consulate General Consulate General

Embassy Embassy

Consulate General

Embassy

Udorn, ThailandConsulateUlaanbaatar, MongoliaEmbassyValletta, MaltaEmbassy

Vancouver, Canada Consulate General

Vatican City, The Holy See Embassy
Victoria, Seychelles Embassy

Vienna, Austria* Embassy, UNVIE

Vientiane, Laos* Embassy Vilnius, Lithuania Embassy

Vladivostok, Russia Consulate General

Warsaw, Poland Embassy
Washington, D.C. USOAS
Wellington, New Zealand* Embassy
Windhoek, Namibia Embassy
Yaounde, Cameroon* Embassy
Yerevan, Armenia Embassy
Zagreb, Croatia Embassy

Zurich, Switzerland Consulate General

Abbreviations and Symbols

USNATO United States Mission to the North Atlantic Treaty

USINT United States Interests Section
USLO United States Liaison Office

ICAO International Civil Aviation Organization
UNEP United Nations Environment Program
USUN United States Mission to the United Nations

UNESCO United Nations Educational, Scientific, and Cultural Organizations

USOECD United States Mission to the Organization for

Economic Cooperation and Development

FODAG Food and Agriculture Organizations

UNVIE United States Mission to International Organizations in Vienna
USOAS United States Mission to the Organization of American States

Section B

- Memo to Small, Disadvantaged, and Female
 Business Owners
- Vendor Survey Form
- Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)



Memo to Small, Disadvantaged, and Female (SD&F) Business Owners

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged, and female-owned business firms locally, nationally, and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration that have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Standard Industrial Classification (SIC) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more supplies and services in the under \$25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from office furniture and furnishings to software and maintenance of hardware, communications, and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance, and international affairs research.

In recent months, the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be awarded to qualified small, disadvantaged, and female-owned businesses.

Whenever a conference is held by the Department of State, a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help, and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number, the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. If you are a participant in the Small Business Administration's 8(a) Business Development Program, please also complete the Profile sheet on page B-4.

When complete, please remit to:

Small/Minority Business Enterprise Coordinator A/SDBU, Room 633, SA-6 Department of State Washington, D.C. 20522-0602

If there are any questions, please call Durie N. White (703) 875–6824, Gregory Mayberry (703) 875–6823, or Linda Taylor on (703) 516–1953. Thank you for your interest in being of service to the Department of State.

Sincerely,

Durie N. White Operations Director Office of Small and Disadvantaged Business Utilization

Enclosure:

Vendor File Data Sheet

Vendor Survey Form

Contractor Establishment Code Number	(9 Digits)*		
Company Name			
Parent Company CEC (if applicable)			
Street Address			
Telephone Number (9991234567)			
City	State		
Country			
Company Contact			
	Yes (Y)	No (N)	
Educational Institution			
Non-Profit Organization		-	
Small Business			
Minority-Owned Business			
Female-Owned Business**			
American-Indian-Owned Business			
8(a) Certified Business			
Date Firm Established (YYMMDD)			
Product or service code(s) covering the this information not be available, please provided by your firm.)			
SIC (Standard Industrial Codes):			

**For Female-owned business, number 1 is used to indicate an affirmative reply and number 2 for a negative reply.

^{*}For contractors who do not have a Contractor Establishment Code (C.E.C.), contact Dun and Bradstreet to obtain a DUNS number at (215) 882–7748. The Government may then convert your DUNS number to a C.E.C., if required by the individual Federal agency.

Corporate Profile

(To be completed only by 8(a) Firms)

8(a) FIRM:			
ADDRESS	•		PRIMARY SIC
			SECONDARY SICs
TELEPHO	NE:		
PRINCIPA	L'S NAME & TITI	LE:	
DATE FIR	M STARTED:		
FIRM'S PR	ROJECTION OF TO	OTAL SALI	ES FOR 1993: \$
BONDING CAPACITY: SINGLE JO (If Applicable) AGGREGA		LE JOB \$REGATE \$	
	ANNUAL S.	ALES	LARGEST SINGLE CONTRACT
1990	\$		\$
1991	\$		\$
1992	\$		\$
AVERAGE	E NUMBER OF EM	PLOYEES	;
STATEME	NT OF PRIMARY	PRODUCT	OR TYPE(S) OF SERVICES:
MAJOR A	CCOMPLISHMEN	TS/PAST C	ONTRACTS:
RESOURC	ES AVAILABLE:		
PROFESSI	ONAL REFERENC	CES:	
Doc. FORM	И 132		

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directory of Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments	Women in Business Representatives
Department of Agriculture 14th & Independence Ave., S.W. Room 127W Washington, D.C. 20250 Telephone: (202) 720–7117 FAX: (202) 720–3001 Attn: Ms. Sharon Harris Director, OSDBU	Ms. Belinda Ward (202) 720–7117
Department of the Air Force The Pentagon—Room E271 Washington, D.C. 20330–1000 Telephone: (202) 697–1950 FAX: (703) 614–9266 Attn: Mr. Anthony DeLuca Director, OSDBU	Mr. Patrick Heller (703) 697–1950
Department of the Army The Pentagon—Room 2A712 Washington, D.C. 20310–0106 Telephone: (703) 695–9800 FAX: (703) 693–3898 Attn: Mr. Daniel R. Gill Director, OSDBU	Lt. Col. Carrol Terry (703) 697–2868
Department of Commerce 14th Street & Constitution Ave., N.W. Room 6411 Washington, D.C. 20230 Telephone: (202) 482–1472 FAX: (202) 482–0501	Ms. Brenda Black (202) 482–1472

Attn: Mr. James Maruca Director, OSDBU

Department of Defense
The Pentagon—Room 2A340

Washington, D.C. 20301–3061 Telephone: (703) 614–1151

FAX: (703) 693–7014

Attn: Mr. Hubert Smoczynski

Acting Director, OSDBU

Department of Education

400 Maryland Avenue, S.W.

Room 3120, ROB-3

Washington, D.C. 20202-0521

Telephone: (202) 708-9820

FAX: (202) 401–6477

Attn: Mr. Daniel Levin

Director, OSDBU

Department of Energy (BU-1)

1000 Independence Ave., S.W.

Washington, D.C. 20585

Telephone: (202) 254-5583

FAX: (202) 254-3989

Attn: Mr. Leonel Miranda

Director, OSDBU

Department of Health and Human Services

200 Independence Ave., S.W.

Room 517D

Washington, D.C. 20201

Telephone: (202) 690-7300

FAX: (202) 690–8772 Attn: Mr. Verl Zanders

Acting Director, OSDBU

Department of Housing and Urban Development

7th & D Streets, S.W.

Room 10232

Washington, D.C. 20410

Telephone: (202) 708-1428

FAX: (202) 708-7642

Attn: Mr. Rosevelt Jones

Acting Director, OSDBU

Women in Business Representatives

Mr. Tim Foreman (703) 697–1481

(vacant)

Ms. Brenda DeGraffenreid (202) 254–5602

Ms. Angel Graves (202) 690–6670

Mr. Clarence White (202) 708–1428

Department of the Interior 18th & C Streets, N.W.

Room 2727

Washington, D.C. 20240 Telephone: (202) 208-3493

FAX: (202) 208-5048 Attn: Mr. Kenneth T. Kelly

Director, OSDBU

Department of Justice Ariel Rios Building

12th & Penn. Avenue Room 3235

Washington, D.C. 20530 Telephone: (202) 616-0521

FAX: (202) 616-1717 Attn: Mr. Joseph Ken Bryan

Director, OSDBU

Department of Labor 200 Constitution Ave., N.W.

Room S-1004

Washington, D.C. 20210 Telephone: (202) 219-9148

FAX: (202) 219-9167 Attn: Ms. June Robinson Director, OSBMA

Department of the Navy Building 5, Crystal Plaza

Room 120

Washington, D.C. 20360-5000 Telephone: (703) 602-2695 FAX: (703) 602-2477

Attn: Mr. Don Hathaway Director, OSDBU

Department of State Room 633, SA-6

Washington, D.C. 20522-0602

Telephone: (703) 875-6824 FAX: (703) 875-6825

Mrs. Durie White Attn:

Operations Director, OSDBU

Women in Business Representatives

Ms. Doris Sanford (202) 208-7437

Ms. Eleanor Geary (202) 616-0521

Ms. Katherine Lee (202) 219-9151

Ms. Janet Koch (703) 602-2695

Ms. Linda Taylor (703) 516-1953

Women in Rusiness Representatives

Department of Transportation 400 - 7th Street, S.W., Room 9410 Ms. Pat L. Hodge (202) 366-1902

Washington, D.C. 20590

Telephone: (202) 366-1930

FAX: (202) 366-7228 Attn: Ms. Luz A. Hopewell

Director, OSDBU

(vacant)

Department of the Treasury (202) 566-5704 15th & Pennsylvania Ave., N.W.

Room 6100 Annex

Washington, D.C. 20220 Telephone: (202) 622-0530 FAX: (202) 622-2273

Attn: Ms. Debra E. Sonderman

Assistant Director, OSDBU

Department of Veterans Affairs

810 Vermont Ave., N.W.

Room 310

Washington, D.C. 20420 Telephone: (202) 376-6996 FAX: (202) 233-4952 Mr. Scott Denniston Attn:

Director, OSDBU (005SB)

Ms. Mary Ella Stormant (202) 376-6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

Independent Agencies

ACTION

1100 Vermont Ave., N.W.

Suite 2101

Washington, D.C. 20525 Telephone: (202) 606-5150 FAX: (202) 606-5126

Attn: Ms. Margaret McHale

Contract Specialist Women in Business Ms. Jean McCamley (202) 606-4812

Women in Business Representatives

Agency for International Development

TT-2, Room 1400A

Washington, D.C. 20523–1414 Telephone: (703) 875–1551

FAX: (703) 875–1862 Attn: Mr. Ivan Ashley Director, OSDBU Ms. Betty Briscoe (703) 875–1551

Defense Logistics Agency Cameron Station, Room 4C112 Alexandria, VA 22304–6100 Telephone: (703) 274–6471

FAX: (703) 274–0565

Attn: Mr. Lloyd C. Alderman Director, OSDBU

Environmental Protection Agency 401 M Street, S.W. Code A-149C

Washington, D.C. 20460 Telephone: (703) 305–7777 FAX: (703) 305–6462

Attn: Mr. Leon H. Hampton Director, OSDBU

Executive Office of the President Room 5001, NEOB Washington, D.C. 20500 Telephone: (202) 395–3314 FAX: (202) 395–3982 Attn: Ms. Thelma Toler

Ms. Thelma Toler Director, OSDBU

Export-Import Bank of the U.S. 811 Vermont Ave., N.W.

Room 1031

Washington, D.C. 20571 Telephone: (202) 566–8951

FAX: (202) 566–7524 Attn: Ms. Helen H. Wall

ttn: Ms. Helen H. Wall Director, OSDBU Mr. Anthony Kudders (703) 274–6977

Ms. Margie Wilson (703) 305–7305

Women in Business Representatives

Federal Trade Commission 6th & Pennsylvania Avenue N.W.

Room 706

Washington, D.C. 20580 Telephone: (202) 326-2258 FAX: (202) 326-2050 Attn: Ms. Jean Sefchick Director, OSDBU

Ms. Barbara Lorette (202) 326-2260

Ms. Joan Fletcher

(202) 501-1021

Mr. Dan King

(202) 927-7597

General Services Administration 18th and F Streets, N.W.

Room 6029

Washington, D.C. 20405 Telephone: (202) 501-1021 FAX: (202) 208-5938

Attn: Ms. Joan Parrott-Fonseca Director, OSDBU

Interstate Commerce Commission 12th and Constitution Ave., N.W. Room 3119

Washington, D.C. 20423 Telephone: (202) 927-7597 FAX: (202) 927-5158 Attn: Mr. Dan King

Acting Director, Office of

Public Assistance

Mr. Eugene D. Rosen (202) 358-2088

National Aeronautics and Space Administration

300 E St., S.W. Room 1T70

Washington, D.C. 20546 Telephone: (202) 358-2088 FAX: (202) 358-3261

Attn: Mr. Ralph Thomas, III Director, OSDBU

National Science Foundation 1800 G Street, N.W.

Room 1250-I

Washington, D.C. 20550 Telephone: (202) 653-5335 FAX: (202) 653-7699

Attn: Mr. Donald Senich Director, OSDBU

Ms. Carolyn Smith (202) 653-5202

Women in Rusiness Representatives

Nuclear Regulatory Commission Room 7217, MNBB

Mr. Harris Coleman (301) 492-4665

Washington, D.C. 20555 Telephone: (301) 492-4665 FAX: (301) 492-8185

Attn: Mr. Vandy L. Miller Director OSDBU

> (vacant) Call Director

Office of Personnel Management 1900 E Street, N.W.

Room 2351

Washington, D.C. 20415 Telephone: (202) 606-2240 FAX: (202) 606-5055 Attn: Ms. Fave Turner

Acting Director, SB/TA

Railroad Retirement Board 2000 L Street, N.W., Suite 558 Washington, D.C. 20036 Telephone: (202) 653-9540

FAX: (202) 653-9538

Attn: Mr. John C. Ficerai Director, OSDBU

Smithsonian Institution 915 L'Enfant Plaza, S.W. Washington, D.C. 20560

Tel. (202) 287-3508 FAX (202) 287-3492

Attn: Mr. Mauricio P. Vera

Program Manager, OSDBU

U.S. Information Agency-M/O 330 C St., S.W.

Room 1611, HHS-S Building Washington, D.C. 20547

Telephone: (202) 205-5404

FAX: (202) 401-2410

Attn: Ms. Georgia Hubert

Director, OSDBU

U.S. Postal Service 475 L'Enfant Plaza West, S.W.

Room 3641

Washington, D.C. 20260–5616 Telephone: (202) 268–6578 FAX: (202) 268–6573

Attn: Mr. Richard J. Hernandez

Director, OSDBU

Other Liaison Offices

Office of Federal Procurement Policy

725 17th Street, N.W.

Room 9025

Washington, D.C. 20503 Telephone: (202) 395–6168

FAX: (202) 395–5105 Attn: Mr. Robert Neal

Deputy Associate Administrator

for Policy Development

Minority Business Development Agency

U.S. Department of Commerce

14th & Constitution Avenue, N.W.

Room 5053

Washington, D.C. 20230 Telephone: (202 482–5061 FAX: (202) 482–5117

Attn: Mr. Gilbert Colon

Director

Minority Business Development Agency

U.S. Department of Commerce

14th & Constitution Avenue, N.W.

Room 5096

Washington, D.C. 20230 Telephone: (202 482–3261 FAX: (202) 482–5117

Attn: Mr. Raoul Quiros

Chief, Public Sector

Women in Business Representatives

Mr. Richard J. Hernandez, CPCM (202) 268–6578

Women in Business Representatives

Departments

Procurement Technical Assistance Center Program George Mason University 4260 Chain Bridge Road Suite B-2

Fairfax, VA 22030

Telephone: (703) 764–6079 FAX: (703) 273–0745

Attn: Mr. Edward A. Redmond

Assistant Director

Small Business Administration 409 3rd Street, S.W. 8th Floor Washington, D.C. 20416 Telephone: (202) 205–6460 FAX: (202) 205–7064

Attn: Mr Robert Moffitt

For additional SBA information:

The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1–800–U ASK SBA.



Section C

Subcontracting Opportunities



Subcontracting Opportunities

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities:

Possible Prime Contractors Offering Subcontracting Opportunities

Subcontracting Opportunities Available

American Communications Company Division American Systems, Inc. 7535 Little River Turnpike Annandale, VA 22003 Contact: Mr. Tim Ramp, Purchasing Agent Various subcontract opportunities

The American Institute in Taiwan 7 Lane 134 Hisan Yi Road Section 3

(703) 968-6300

Taipei, Taiwan Contact: Mr. Jack Ferguson,

Chief. Management Services Section Various subcontracting opportunities

American Management Systems, Inc. 1777 North Kent Street

Arlington, VA 22209 Contact: Mr. Jay Dunigan.

Contract Administrator (703) 841-5514

Various opportunities related to data processing

ARA Environmental Services 9 Presidential Blvd. Bala Cynwyd, PA 19004-0291

Contact: Mr. Jim Day (215) 667-8033

Various janitorial supplies, equipment, and labor services

The Asia Foundation 550 Kearney Street San Francisco, CA 94119 (415) 982-4640

Various subcontracting opportunities AT&T Guilford Center P.O. Box 20046 Greensboro, NC 27420–5000 Contact: Gail Feddish

(919) 279–4979

Berger/HOK Joint Venture 1819 H St., N.W., Suite 900 Washington, D.C. 20006 Contact: Michael L. Viani, Sr. Project Mgr.

(202) 331–7775 Contract: 1030–212606

Black & Veatch 3250 Wilshire Boulevard Los Angeles, CA 90010 Contact: George J. Hirt

Federal Division Manager

(213) 380–2592

Brunswick Corporation Defense Division 2000 Brunswick Lane DeLand, FL 32724 Contact: A. W. Brocious

(904) 736–1700

Burle Industries, Inc. Attn: F.D. Kell, Product Division or J.S. Hornick Tube Division 1000 New Holland Avenue Lancaster, PA 17601–5688 (717) 295–6000

Caddell Contruction Co., Inc. P.O. Box 210099 Montgomery, AL 36121 Contact: B.E. Stewart

(205) 272–7723

Various subcontracting opportunities related to telephone equipment and services

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Various A & E services related to minor new construction facility rehabilitation and replacement projects, etc.

MS hardware, wire, electronic components, etc.

Various subcontract opportunities

Supplies, services, materials related to construction of new office building in Hong Kong

Computer Sciences Corporation 4061 Powder Mill Road Calverton, MD 20705 Contact: Ms. Margaret Kohutanycz (301) 572–3635 Various subcontract opportunities related to program and systems services

Dillingham Construction International 5960 Inglewood Drive P.O. Box 1089 Pleasanton, CA 94566 Contact: Mr. Robert Walker (415) 483–3300 Various materials and services such as freight forwarding in support of construction of a new embassy office building in La Paz, Bolivia

Dillingham Embassy Constructors P.O. Box 1089 Pleasanton, CA 94566 Contact: M.D. MacGregor (510) 463–3300 Supplies, services, materials related to construction of U.S. Embassy, Bogota, Colombia

DynCorp 7942 Cluny Court Springfield, VA 22153 Contact: Mr. Dennis Egan (703) 569–4063 Various subcontract opportunities related to logistic support services

Dyncorp Aircraft 6801 Calmont Avenue Dallas, TX 76116 Contact: Mr. John Harlin (817) 732–4481 ext. 248 spare parts, travel arrangements, equipment

EBASCO Constructors 160 Chubb Avenue Lyndhurst, NJ 07071 Contact: Mr. James F. Tappen (201) 460–6102 Materials in support of construction of annex to embassy office building,

Einhorn, Yaffee, Prescott The Argus Building Broadway at Beaver P.O. Box 617 Albany, NY 12201–0617 Cairo, Egypt

Albany, NY 12201–0617 Contact: Ed Kohlberg (518) 463–2145 Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical upgrades; construction and renovation of communications centers Electrospace Systems, Inc. 1301 East Collins Blvd. P.O. Box 831359 Richardson, TX 75083–1359 Contact: Mr. Dennis Quire (714) 231–9303 Electronic components, cables, switches, power supplies, etc.

Federal Cartidge Company 900 Ehlen Drive Anoha, MN 55303 Contact: Mr. Rick Bennett, Purchasing Mgr. Various subcontracting opportunities (Std. commercial plan)

(612) 421–7100

Fischbach and Moore International Corp.

2525 Walnut Hill Lane
Dallas, Texas 75229
Contact: Mr. Joseph Dirik
(214) 484–4586

Supplies, services, materials related to construction of new office building in Bangkok, Thailand

General Electric Company
Mobile Communications Division
4421 Forbes Boulevard
Lanham, MD 20706
Contact: Mr. Bob Gload or Mr. Joe Wilson

(301) 459-1617

Various subcontract opportunities

Halifax Engineering, Inc. 5250 Cherokee Avenue Alexandria, VA 22312 (703) 750–2202

Various subcontract opportunities

Harbert International, Inc.
One Riverchase Parkway, South
Birmingham, AL 35201
Contact: Claude Roberts
(202) 987–5606

Supplies, services, and materials related to office building construction/renovation

Hays Systems, Inc. 2000 M St., N.W. Washington, D.C. 20036 (202) 223–3703 IBM Corporation National Federal Marketing 6705 Rockledge Drive Bethesda, MD 20817 (301) 564–2894 Various subcontract opportunities

IFR Systems, Inc. 10200 West York St. Wichita, KS 67215–8935 Mr. David C. Orpin (316) 522–4981 Electronic components, radio frequency crystals, crystals filter, transformers, labels, printed circuit boards, switches, fuses, microwave components

ITT Defense Communications 492 River Road Nutley, NJ 07110 (201) 284–4475

J.A. Jones Construction Co. 6060 St. Albans Street Charlotte, NC 28287 Contact: Mr. Robert Goodpasture (704) 553–3000

J.A. Jones Construction J.A. Jones Drive Charlotte, NC 28287 Contact: Mr. Mike L. Fitzgerald (704) 553–3499

Mitre Corporation 7525 Colshire Drive McLean, VA 22102

Contact: Mr. Walter R. Pawlowski, V-P

(703) 883–5501

Contract 1045-155023

The Orkand Corporation 8484 Georgia Ave., Suite 1000 Silver Spring, MD 20910 Contact: Mr. Anthony Schullen (301) 585–8480 Various subcontract opportunities related to construction of a new U.S. Embassy, Lima, Peru

Concrete, masonry, metalwork, doors, windows, hardware, woodwork, etc., related to construction of new U.S. Embassy, Kuwait

ADP hardware/software; operating supplies and services (indirect)

Various subcontract opportunities related to ADP software support services Perini International Corporation International Division 73 Mt. Wayte Ave. Framingham, MA 01701 Contact: Mr. Joseph Haley (508) 875–6171 Various subcontract opportunities related to construction of the new U.S. Embassy, Caracas, Venezuela

Pinkerton Computer Consultants, Inc. 1900 N. Beauregard St., Ste. 200 Alexandria, VA 22311 Contact: Mr. James Craig (703) 820–5571 Various subcontract opportunities

Planning Research Corporation Room 6W3 1500 Planning Research Drive McLean, VA 22102 Contact: Ms. Faye Beales (703) 556–1537 Standard Supplies; ADP

RTKL Assoc., Inc. 1140 Connecticut Ave., N.W. Washington, D.C. 20036 Contact: Mr. Bernard Wulff (202) 833–4400 Contract: 1030–290285 Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Ralph M. Parsons Co. 1133 15th St., N.W. Washington, D.C. 20005 Contact: Terrence O'Brien (202) 775-3453 Contract 1030–290286 Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Skidmore, Owings & Merrill 1201 Pennsylvania Ave., N.W. Wash., D.C. 20004 Contact: Donald J. Ghent, Jr. (202) 393–1400 Various A & E services

Statistica 30 West Gude Drive Suite 300 Rockville, MD 20850

Contact: Mr. Robert Cole (301) 424–1911

Stone & Webster Engineering Corp.

245 Summer Street Boston, MA 02107

Contact: Mr. Peter W. Harris

(617) 589-5305

Contract 1030-290289

Various subcontracting opportunities

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communi-

cations centers

Terminal Data Corp. 5898 Condor Drive

Moorpark, CA 93021-2601

Contact: Mark Schneider (805) 529–1500

TRW

Systems Division

One Federal Systems Park Drive

Fairfax, VA 22033

Contact: Mr. Alan Schmidt

(703) 968-2001

Tumi International, Inc. 9308 N.W. 13th Street

Miami, FL 33172

(305) 591-2419

Wang Laboratories

7500 Old Georgetown Rd., 1250 N

Bethesda, MD 20814

Contact: Ms. Marianne Adams

(301) 657-5530

Mr. Peter Mazziotta, Mgr.

Marketing Systems

(301) 657–5230

Hardware maintenance support encompassing ADP production

resources

Various subcontract

opportunities

Various subcontract opportunities related to consolidated receiving point

Electrical parts



Section D

- Some Contacts for Trade and
- · Investment-Related Issues



Some Contacts for Trade and Investment-Related Issues

Department of State		
Commercial Affairs	-Mr. Jeff Donald	(202) 647–1625
Investment Affairs	-Mr. Bruce Duncombe	647-4416
Development Finance	—Mr. Lewis Warren	647-9426
Economic Sanctions Policy	-Mr. Robert S. Deutsch	647-5673
Trade Policy	-Mr. William E. Craft	647–3696

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of Department telephone book or from U.S. Government operator, (202) 655–4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647–5225.

Department of Commerce		
Deputy Assistant Secretary		
for Services	—Mr. Jude Kearney (202) 482–5261
Country Marketing:		
Western Europe	—Mr. Peter Hale	482–5341
Eastern Europe		
and Soviet Affairs	—Ms. Suzanne Lotarski	482–1104
Eastern Europe		
Business Information		
Center (EEIBC)	Ms. Susan Blackman	482-2645
Russia and Newly		
Independent States:		
Business Information Service	es	
for the Newly Independent S	tates	
(BISNIS)		482–4655
Africa	—Mr. Gerald Seldman	482–4927
Near East	—Mr. Carl Reiner	482-1860
South Asia	—Mr. Richard Harding	482–2954
Mexico	-Ms. Shawn Ricks	482-0300
Latin America		
and Caribbean Basin	—Mr. Walter Bastian	482-2436
People's Republic of		
China and		
Hong Kong	-Mr. Donald Forest	482–5527
Japan	—Ms. Marjorie Searing	482-4527
Office for Service Industries		
and Finance	-Mr. C. Wm. Johnson	482–3575
Publications—Intl. Trade Adm.	-Mr. Thomas Witherspoon	482-5487
Foreign Commercial Service	-Mr. Charles A. Ford	482–6228

Export Licensing Information* U.S. Trade and Development Agency (feasibility studies and other p services)	—Ms. Carol Stillwell	482–4811 (703) _. 875–4357
Definitional Missions Trade Information	—Ms. Della Glenn	(703) 875–4357 1–800–USA– TRADE
Agency for International Develo	onment	
Business Relations (OSDBU)	-	(703) 875–1551
Center for Trade & Investment Services		
	—Ms. Deborah Diaz Acting	(202) 663–0229 (local) (800) 872–4348
Overseas Private Investment		
Corporation	—Information Officer	(202) 336–8799
Export-Import Bank	—Mr. Christopher Dorval	(202) 566–8990
Small Business Administration		
Office of International Trade	—Mr. Jerry Chiaruttini	(202) 205–6720
U.S. Trade Representative	-Ms. Debbie Leilani Shon	(202) 395–6120

^{*}For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875–6644 (licensing) or (703) 875–6650 (registration). You will be directed to an officer according to your requirements.

Trade Promotion Activities of the Department of State That Can Benefit Small, Minority, and Women-Owned Firms in Exporting

Assisting U.S. business is a major responsibility of the Department of State. The Secretary of State has directed all members of U.S. Embassies and consular posts abroad to consider the promotion of U.S. business and economic interests to be a top priority and to support U.S. firms vigorously in foreign markets. The Ambassador, as head of the "Country Team," takes the lead in promoting U.S. trade and investment in 275 diplomatic and consular establishments in over 160 foreign countries.

The Department of State offers trade promotion services that can be of benefit to the minority business community. Each of the below-mentioned contacts can provide insight, advice, and assistance in the export efforts of minority firms:

The Office of the Coordinator for Business Affairs (EB/CBA) in the Economic and Business Affairs Bureau serves as the primary contact point for the business community in the Department. Bureau officials are in daily contact with private sector firms and business groups throughout the country through meetings, briefings, speeches, and other programs. EB/CBA answers inquiries from businesses, individuals, and Congress, and maintains close liaison with regional bureau commercial coordinators, country desk officers, Commerce, AID, and other agencies involved in export promotion activities. (Phone: (202) 647–1942).

Embassies and Consulates overseas are charged with assisting the U.S. business community abroad. Ambassadors hold regularly scheduled meetings with American Chambers of Commerce in almost every country where there are such groups. Our Embassy commercial and economic staffs are available to assist American minority firms with political and economic briefings, professional advice and analysis on the business culture and practices of the country, and assistance in making and developing contacts abroad.

Personnel of the Department of Commerce's U.S. and Foreign Commercial Service (USFCS) are stationed in 69 countries where our major markets are located. State Department officers are responsible for commercial work in 101 countries with smaller markets where USFCS personnel are not present. The important point is that in all our Embassies, regardless of size or location, or which agency takes the lead, there are personnel to provide information and counsel to American firms, help them with problems, and see to it that they get a fair shot at contracts and sales.

The <u>Regional Bureaus</u>, each under the direction of an Assistant Secretary of State, are responsible for U.S. foreign affairs activities in a specific major region of the world. They are the Bureaus of African, Inter-American, European and Canadian, Near Eastern, South Asian, and East Asian and Pacific Affairs. Country "desk

officers" maintain day-to-day contact with overseas diplomatic posts and provide country specific economic and political analysis and commercial counseling to U.S. business.

The Office of Small and Disadvantaged Business Utilization (A/SDBU) actively promotes the use of small businesses by our various program and procurement personnel, both domestically and at our Embassies and Consulates overseas. The Department is committed to ensuring that small businesses receive a fair share of the procurement dollars we spend. (Contact: Durie N. White, phone (703) 875–6824).

<u>Publications</u>: The Department produces various publications of interest to minority business, including Key Officers of Foreign Service Posts: A Guide for Business Representatives and A Guide To Doing Business With the Department of State.

Commercial Posts of the Department of State (Posts With no FCS Presence)

While most U.S. commercial posts of the Department of State have assigned to them a Department of Commerce Foreign Commercial Service (FCS) officer to promote exporting by U.S. firms, the following posts have no FCS presence. Export promotion at such posts is a function of Department of State personnel:

Africa

Benin, Cotonou Botswana, Gaborone Burkina Faso, Ouagadougou Burundi, Bujumbura Cameroon, Yaounde Cameroon, Douala Cape Verde, Praia Central African Republic, Bangui Chad, N'Diamena Congo, Brazzaville Djibouti, Diibouti Equatorial Guinea, Malabo Ethiopia, Addis Ababa Gabon, Libreville Ghana, Accra Guinea, Conakry Guinea-Bissau, Bissau Lesotho, Maseru Liberia, Monrovia Madagascar, Antananarivo Malawi, Lilongwe

Mauritania Nouakchott Mauritius, Port Louis Mozambique, Maputo Namibia, Windhoek Niger, Niamey Rwanda, Kigali Senegal, Dakar Seychelles, Victoria Sierra Leone, Freetown Somalia, Mogadishu Sudan, Khartoum Swaziland, Mhahane Tanzania, Dar es Salaam The Gambia, Banjul Togo, Lome Uganda, Kampala Zaire, Kinshasa Zaire, Lubumbashi (CG) Zambia, Lusaka Zimbahwe, Harare

Mali, Bamako

Latin America

Bahamas, Nassau Barbados, Bridgetown Belize, Belize City Bolivia, La Paz El Salvador, San Salvador French Caribbean Dept., Martinique Guyana, Georgetown Grenada, St. George's Haiti, Port-au-Prince Netherlands Antilles, Curacao Nicaragua, Managua Paraguay, Asuncion Suriname, Paramaribo

Near East/South Asia

Afghanistan, Kabul Bahrain, Manama Lebanon, Beirut Nepal, Kathmandu Oman, Muscat Oatar, Doha Bangladesh, Dhaka Jordan, Amman Sri Lanka, Colombo Syria, Damascus Tunisia, Tunis Yemen Arab Republic, Sanaa

East Asia and the Pacific

Brunei, Bandar Seri Begawan Burma, Rangoon Federated States of Micronesia, Kolonia Fiji, Suva Laos, Vientiane Palau, Koror Mongolia, Ulaanbaatar Papua New Guinea, Port Moresby Rep. of Marshall Islands, Majuro Solomon Islands, Honiara Western Samoa, Apia

Europe

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Electronic Services

Federal Bulletin Board

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